



For Department of Administration Projects / Plant Management Division

STANDARD OPERATING PROCEDURE FOR HOT WORKS

DEPARTMENT: Plant Management

DATE: May 1, 2006

PURPOSE:

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to, oxyacetylene cutting, hot riveting, grinding, chipping, soldering, brazing, thawing pipe, torch applied roofing, and welding. The permit is intended to prevent 1) accidentally activating the building fire detection system, 2) control losses through accidental ignition of the State of Minnesota property and 3) ensure safety to all building occupants while hot work procedures are being performed. This is in accordance with 29CFR1910 SubPart Q (OSHA) and the Department of Administration's Risk Management Division "Cutting Welding and Other Hot Work" written program.

PRIMARY STEPS:

- 1) **Obtain Hot Works permit**
- 2) **Gain Authorization**
- 3) **Fill out "Hot Works" Permit**
- 4) **Follow Required Precautions**
- 5) **Cancellation of "Hot Works" Permit**
- 6) **Other Points**

PROCEDURES:

Step #1: Obtaining a "Hot Works" Permit

- A) Before doing any type of open flame or hot work services, obtain a Hot Work Permit from the designated Facilities Manager. A permit must be obtained for each specific job to be performed.
- B) All units must fill out a permit. This includes, but is not limited to, Plant Management and outside contractors.
- C) The designated Facilities Manager for Plant Management is Jim Aleckson.
(*The designated Facilities Manager for outside contractors is to be determined.*)

Step #2: Gain Authorization

- A) The designated Facilities Manager will review the Hot Works Permit, determine how the hot work will impact the fire detection system, and inspect the area where hot work operations will be performed. If permit will impact the fire detection system, Capital Security must be notified for proper instructions and Plant Management will deactivate the fire detection systems.
- B) The designated Facilities Manager will reject or grant approval of the permit to the Individual Responsible for Work for Plant Management and outside contractors.
- C) The Individual Responsible for Work must ensure that the precautions on the back of the Hot Works Permit are followed. Authorization cannot be given unless all precautions are taken. *See back of permit for precautions.*
- D) The Individual Responsible for Work will sign off on the "Checklist Complete".
- E) Permits shall not be approved for any length of time exceeding the normal shift hours of the welder or cutter except:
 - 1. When welding or cutting operations are planned to be continued into the next shift when the same welder or cutter is operating.
 - 2. When emergency repair work warrants the continued operation of cutting and/or welding into the next shift.

Step #3: Filling out the front of the "Hot Works" Permit

- A) The Individual Responsible for Work will fill out and sign the front page of the Hot Works Permit except the "Final Fire Watch Check".
- B) The Hot Works Permit will be reviewed by the Individual Responsible for Work and designated Facilities Manager.
- C) If the designated Facilities Manager approves the hot works they will sign the permit and document in a log book for each permit issued the permit, the time issued, time of completion, work area and other necessary information and keep in the office for documentation (Insurance purposes).
- D) The permit shall be posted in a conspicuous location near the work site by that Individual Responsible for Work doing the hot work.

Step #4: Follow Required Precautions

- A) All precautions that are checked on the permit in the space provided must be followed as per NFPA 51B.

Step #5 Cancellation of "Hot Works" Permit

- A) A fire watch must be provided by Plant Management or the outside contractor for at least 30 minutes after hot work is performed, including lunch and break times.
- B) Once Fire Watch is completed, they must inform the Individual Responsible for Work (as designated on the Hot Work Permit), upon completion of watch.
- C) The Individual Responsible for Work must ensure the work area is monitored every 30 minutes for the next 4 hours after hot work is completed.
- D) The final check must be completed by the Individual Responsible for Work or an assigned representative no more than four hours after hot work has been completed and the fire detection system must be reactivated by the Plant Management at this time.

- E) The Hot Works Permit must be posted at the site for 24 hours and then returned to the designated Facilities Manager for close out after work is fully completed.

Step #6: Other Points

- A) This does not apply to work performed in welding cages.
- B) If the Hot Works Permit tag is missing when the Individual Responsible for Work goes out for final check, the Individual Responsible for Work should write up a statement and turn the statement into the designated Facilities Manager's Office for filing and appropriate action. The statement should include craft, building, floor, and room number.
- C) For more information, please see the Risk Management Division "Cutting Welding and Other Hot Work" written program.

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